

SUBJECT: Office of Information Technology Direct Access Storage Device (DASD)  
Policy -- (Replaces DASD Policy OIT 0494-87 issued August 1987)

PURPOSE OF ACTION:

ACTION OFFICER (Incl. Ext.)  
C/CAD/CSG/OIT

REFERENCES:

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
C/CSG/OIT	X			<i>[Signature]</i>	9/9/88
DD/OIT	X			<i>[Signature]</i>	10/4/88
<del>D/OIT</del>			<del>X</del>		
PLEASE RETURN BLUE FOLDER TO HOLLY/GE31 HQS. . . THANK YOU!					

DISCUSSION:

09 SEP 1988

SIGNATURE OF ACTION OFFICER

DATE

### Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend  " "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.